

11 October 1968
CS/HPM-20

MEMORANDUM FOR : All CS Historical Officers
SUBJECT : Alternate Custodians of CS
Historical Papers
REFERENCES : A. CSHB 5-13-1, 1 February 1966
B. CSI 5-13, 9 August 1967
C. CS/HPM-18, 17 October 1968

1. The three references listed above all emphasize the need for control and accountable custodianship of CS Historical Papers. Our experience to date has shown the wisdom of centralized stewardship within each component. However, we have not provided for the administration of controls in the absence of the designated custodian of CS Historical Papers.

2. To allow for continued control and proper issuance during such periods of absence, it is requested that Historical Officers arrange to have an alternate officer designated and briefed on control procedures for the secure issuance of CS Historical Papers. Please forward the name, extension, and room number of the alternate to this office. .

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Executive Secretary
CS Historical Board

S E C R E T

